



Arbitration Services - Official Travel/Referee Compensation Authorization

Before completing this form, please read instructions on page 2

		Authorization Number	
Referee's Name		Address	
Referee's Signature		City, State, Zip	
		Date	
		Telephone	

Part 1 OFFICIAL TRAVEL AUTHORIZATION and CASELOAD					
Board Number(s) Or Case(s)	Travel Date FROM:	Travel Date TO:	Carrier	Travel FROM:	Travel TO:

Part 2 TRAVEL ESTIMATE		
Estimated Cost to Government	\$	To be used for trip – in and around designated area only. No other vehicle can be hired. <input type="checkbox"/> ← Check for car rental approval. Approved by: _____ Signature _____
Transportation: (Using Government Travel Agency)		
Total per diem and miscellaneous items: (Rental Car Approval required in writing)	\$	
TOTAL Estimated Cost:	\$	<input type="checkbox"/> ← Check for Other – explain below: _____

Part 3 COMPENSABLE SERVICE				
Compensable service days to be rendered during the month of:			Revise my allocation to reflect less days as follows:	
Month	Number of days to be rendered	Month	FROM:	TO:
Number of cases heard and not decided as of previous month.				
Show number of cases in box →				

Part 4 For National Mediation Board Use Only			
To the Referee, you are authorized to perform compensable service as follows:		Compensation Obligated	Approved by:
		\$	Signature _____
For the month of:	# of days authorized:	Travel Obligated (this month only):	Your pay voucher for this month must be submitted to Finance & Administration by:
		\$	
		Travel is not transferable	If not received by this date, the money will be de-obligated.

Form Number Changed: This form was previously NMB – 14



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Instructions for Completing NMB-6 Form

Purpose of Form:

NMB - 6 was created to assure adequate funding of obligations required by the Budget and Accounting Act of 1921, as amended, and the Federal Managers' Financial Integrity Act.

Time Frame for Submission of Form:

Referees holding official appointments by the National Mediation Board, who desire to work or travel must submit an NMB-6 Form by the first day of the month proceeding the month covered by the authorization request.

- Note: Failure to submit NMB Form -6, by the first day of the month **proceeding** the month covered by the request will result in non-reimbursement by the National Mediation Board. No additional travel or work days will be authorized until a voucher for all travel and days authorized has been submitted or you have advised that your allotted days not claimed on a voucher may be released.

Mail Form to:

Arbitration Services
National Mediation Board
1301 K Street NW
Suite 250 East
Washington, DC 20005

Completing Part 1

Referees must list all boards/cases and travel scheduled for month requesting work. (I.e. NRAB Division, Public Law Boards, Special Boards of Adjustment, etc.)

Completing Part 2

Car Rental – if required for travel, please submit a letter of justification with the form.

Completing Part 3

List number of days requested. Show revised allocation if required.

Do NOT Complete Part 4 – Completed by the NMB

When authorization requests are approved, the NMB will complete part 4. An authorization Number will be assigned and a copy of the form will be mailed to you.

Revising Travel or Work Schedule

If changes in travel or work schedule occur after the NMB - 6 form has been submitted, please submit another NMB - 6 marked "AMENDED".

Instructions:

1. Read information above
2. Complete page 1 – Parts 1, 2, and 3
3. Attach letter of justification if rental car is requested
4. Mail to address above.

Questions:

Please address questions to Arbitration Services at (202) 692-5055.

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